

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: California Department of Corrections and Rehabilitation

POSITION: Regional Administrator, Northern Region Paroles Office
Division of Juvenile Parole Operations
CEA 2

Regional Administrator, Southern Region Paroles Office
Division of Juvenile Parole Operations
CEA 2

FINAL FILING DATE: May 3, 2007

SALARY RANGE: \$7,558 - \$9,936**

DUTIES/RESPONSIBILITIES:

Under the direction of the Director, Division of Juvenile Parole Operations, the Regional Administrator is responsible for planning, organizing, directing and evaluating the Parole region's day-to-day operations.

Duties include but are not limited to the following.

- ☐ Shares the responsibility with the departmental management team in formulation, evaluation and implementation of department wide programs. Formulates, establishes and interprets policies, procedures and standards for parole services within the region. Evaluates programs for effectiveness and implements appropriate modifications. Chairs or coordinates special assignment task groups to develop recommendations for the Division of Juvenile Parole Operations and departmental policy changes. Conducts research and prepares specialized reports, such as parolee status, success on parole and public service projects for the Director, Division of Juvenile Parole Operations. Represents the Division of Juvenile Parole Operations or the Department in meetings with public and private sector officials, politicians and bargaining unit representatives to interact on mutual issues. Monitors parole operations to

assure that departmental and the Division of Juvenile Parole Operations policies and procedures are followed and appropriately applied.

- ☐ Directs the Parole Regional Headquarters operations. Through the Deputy Regional Administrator, directs Parole region unit supervisory staff relative to quality control and the development and maintenance of monitoring systems to ensure that mandates and deadlines are met. Ensures the integrity of special programs such as Electronically Enhanced Parole Release Program (EEPRP) and Leadership Esteem Ability Discipline (LEAD). Evaluates staffs' training needs; develops and facilitates training methods designed to enhance performance. Directs community resource development and utilization. Responsible for coordination, application and interpretation of all staff discipline and labor relations contracts for the parole region. Evaluates performance of region parole unit Supervising Parole Agents and takes corrective action when warranted.
- ☐ Manages fiscal resources and conducts cost/benefit analyses. Interacts with departmental fiscal staff regarding expenditures, fiscal projections and budget modifications. Oversees the regional apprenticeship program. Interacts with the departmental Safety Officer regarding staff safety issues. Responds to employee grievances at the second level of review through the formal grievance process. Mediates staff disputes through conflict resolution. Evaluates staffing needs and deploys person power accordingly. Directs and facilitates the recruitment and selection of personnel.
- ☐ Represents the Department and region in all matters relating to the administration and functions within the Division of Juvenile Parole Operations. This includes a wide variety of contacts (e.g., presentations, consultations, educational activities, and responses to queries and concerns) with government officials, law enforcement and criminal justice agencies, concerned citizens and community groups, public and private agencies and the media.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

The Regional Administrator, Northern and Southern Region Paroles, Division of Juvenile Parole Operations, CEA 2 are peace officer positions; therefore, applicants are subject to meeting all peace officer requirements.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition

under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

DESIRABLE QUALIFICATIONS:

- ☐ Knowledge of juvenile parole operations, management and operations of the juvenile parole system, including regional field operations, out-patient clinics, re-entry and community care facility operations.
- ☐ Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, progressive discipline, and establishing partnerships; and a manager's role in contributing and achieving an equal employment opportunity workplace.
- ☐ Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality using collaborative, evidence-based processes.
- ☐ Knowledge of federal, state and local laws and regulations pertaining to juvenile corrections and parole operations, strategic and tactical planning, managing and operating within budget, and communicating financial information.
- ☐ Ability to recommend and perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and developing positive, cooperative relationships with a wide variety of customers and stakeholders.
- ☐ Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, the Executive Branch of government, court monitors, community leaders, advocate groups and religious organizations.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Program Administrator, or Parole Agent III, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates' may or may not be scheduled for an interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Regional Administrator, Northern Region Paroles Office, Division of Juvenile Parole Operations, CEA 2 and the Regional Administrator, Southern Region Paroles Office, Division of Juvenile Parole Operations, CEA 2 vacancies. For further information regarding these positions, please contact Xina Bolden at (916) 327-8028 or xina.bolden@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by **May 3, 2007** to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

*****The monthly salary of \$9,936 includes a base salary of \$9,186 per month and a differential of \$750 per month. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The \$750 does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

VISION STATEMENT: We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:

- Intervention to at-risk populations
- Quality services from time of arrest
- Successful integration back into society

MISSION STATEMENT: To improve public safety through evidence-based crime prevention and recidivism reduction strategies.